

WNYRIC Standards List Criteria/Guidelines for Adds, Changes and Drops

January 30, 2004

Objective: Identify specific criteria and processes to be used by members of the WNYRIC Standards Committee when recommending list changes to the WNYRIC Advisory Council.

1. Allocate a portion of each meeting (30-60 Minutes) to review a section of the Standards List so that each category is reviewed at least once every two years.

- Table of contents page will list date of last/next review
- Committee members will be provided advanced notice of categories to be reviewed, to allow adequate preparation and research time.

2. Establish an "Age Out" or "Inactive" status which could be placed on any item which will continue to receive WNYRIC Support but no longer available to be purchased via WNYRIC Projects.

- Information related WNYRIC district usage of items to be reviewed will be provided to the committee.
- Whenever an "Inactive" status is placed on an item, an official notice of this change will be provided to all WNYRIC District Technology Coordinators.

3. Establish a limit to the number of vendors per product category.

- This issue will be discussed during every review session.

4. Review the policies/procedures of other RIC's regarding their Standards Lists.

- Other RIC policies will be shared when available for distribution.

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5. When considering the addition of a new product, evaluate the performance of that vendor with any existing products already approved as a Standard.

6. During discussion/review of a new product, all sections of the Add/Change form should be considered in order to answer questions such as:

- What technical niche does this product offer which is not currently available?

- Does the cost/value/vendor support of the product match or exceed other products in this category?